RapidVector®
WebTechnologies

Meet Our Agents

USER MANUAL

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1 Preface

This preface describes the document. The preface contains the following sections:

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Purpose of this Document	3
Assumptions	3

1.1 Purpose of this Document

The purpose of this document is to provide the fundamental skills necessary to productively use the Meet Our Agent Module. This document contains descriptions of definitions used in the system as well as in the document and a functional usage guide for the Meet Our Agent Module. This document is designed to provide a comprehensive, step-by-step introduction to each of the functions of the Meet Our Agent Module.

1.2 Assumptions

This guide assumes you are using a mouse. At times, based on personal need or circumstances beyond your control, you may need to use the keyboard.

It is assumed you are using a right-handed mouse, so the left button is the primary button. When asked to click or double click, you should use the left mouse button. If you are left-handed use the Control Panel in Windows to reverse the primary key to the right mouse button. Refer to the Microsoft Windows documentation for additional information.

The Meet Our Agent Module is clear and simple to operate. You do not need to learn confusing concepts or possess any additional technical skills to work with the Meet Our Agent Module. Of course, you will need to be familiar with the graphical user interface and web browser. However, if you're not accustomed to working with a web browser, mouse, windows, icons, and the other elements of a graphical environment, refer to the tutorial or reference manual for your operating system.

2 About Meet Our Agent Module

The **Meet Our Agent Module** is created for Real Estate Brokers. Brokers may have a number of agents listed. The site administrator can place this module in any page and the user can view their agents. It displays broker's agents and can include agents' photos.

3 Admin Interface

This chapter describes the **Meet Our Agent Module – Admin** Interface from the perspective of operational and functional use.

The chapter includes the following sections:

Section	Page
Add Meet Our Agent Module	6
Publish Module	7
Manage Module	7
Home	8
Listing	9
My Profile	18
Settings	19
Show in All Pages	24
Hide Module	24
Delete Module	24

3.1 Add Meet Our Agent Module

To add the **Meet Our Agent** module to the website:

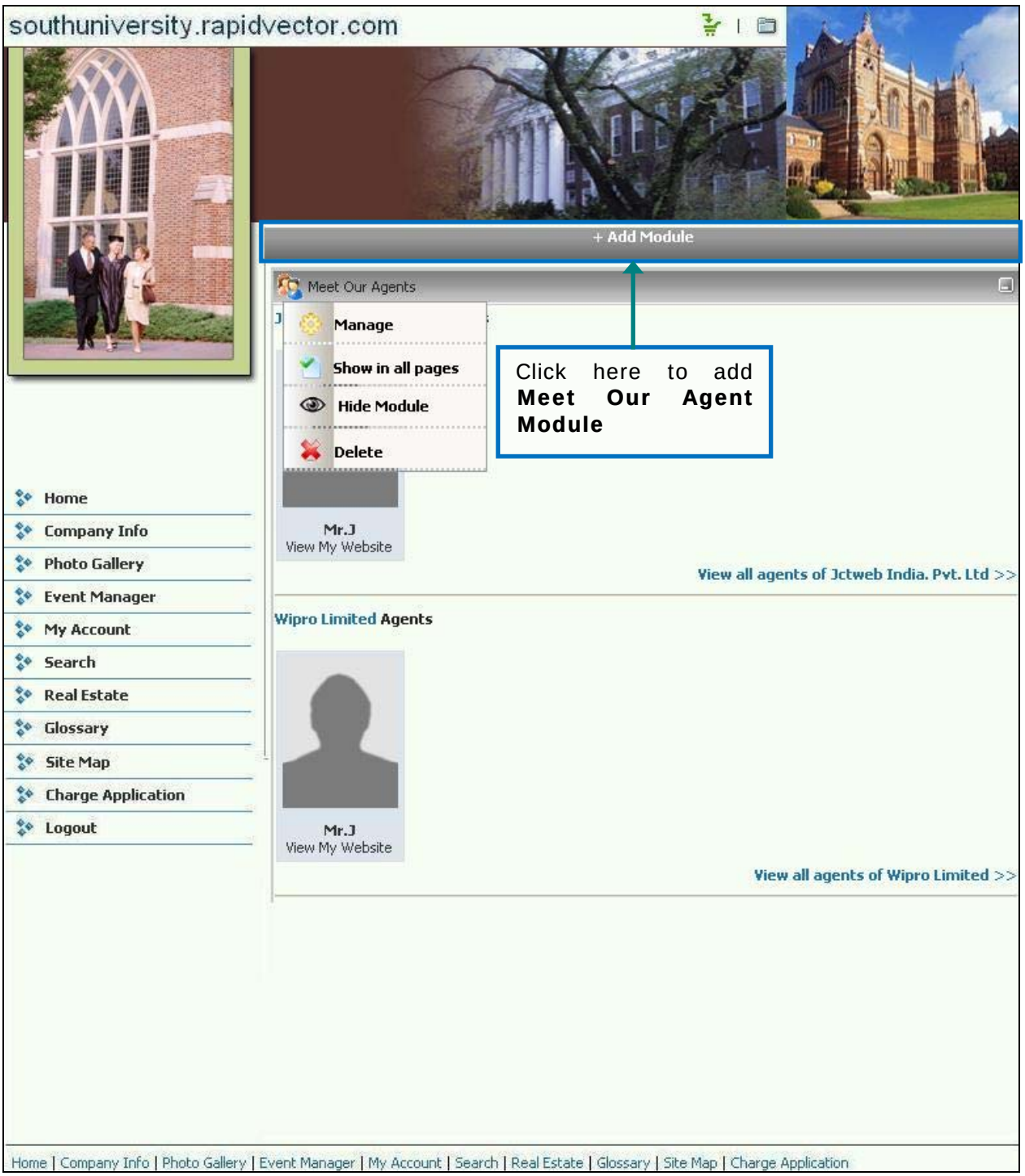

Figure 1 – Add Module Meet Our Agent

- Click on **Add Module** button. **Add Module** screen will open

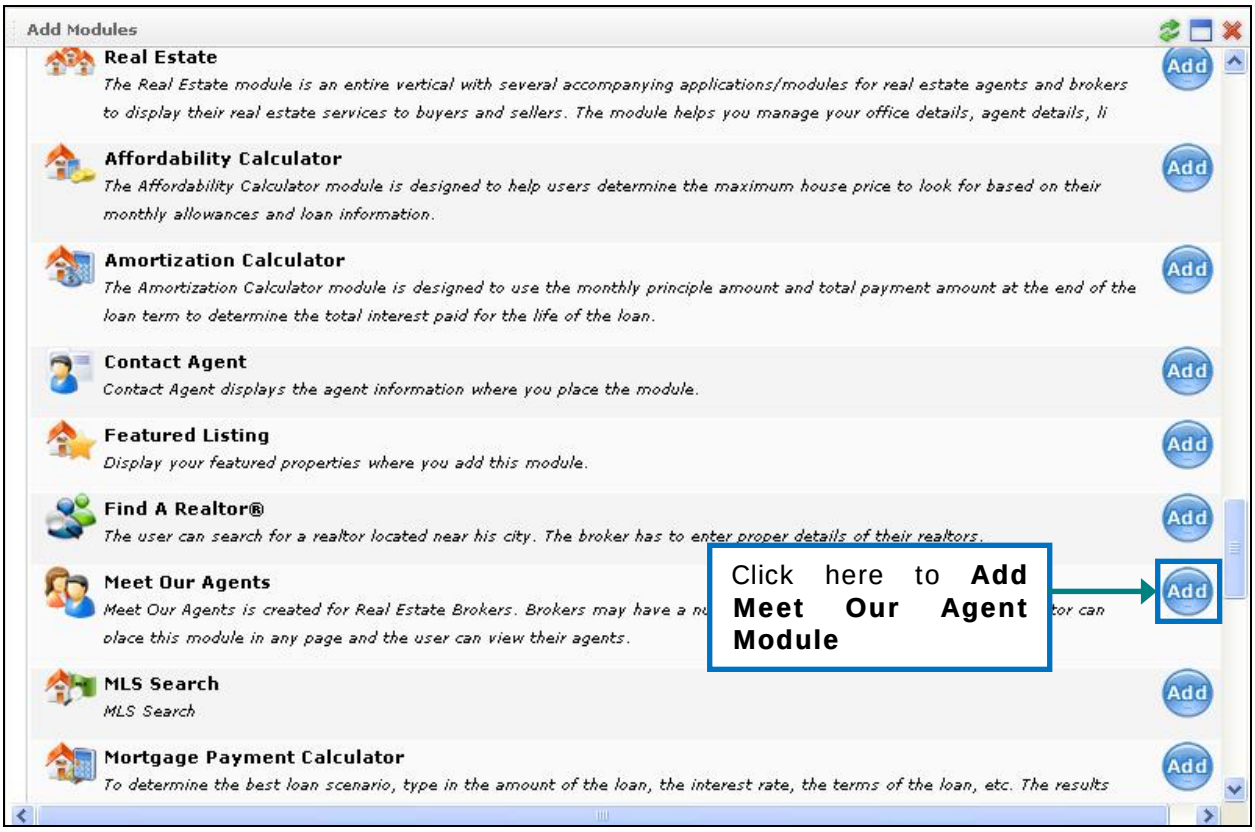
Add Modules
Real Estate
The Real Estate module is an entire vertical with several accompanying applications/modules for real estate agents and brokers to display their real estate services to buyers and sellers. The module helps you manage your office details, agent details, li
Affordability Calculator
The Affordability Calculator module is designed to help users determine the maximum house price to look for based on their monthly allowances and loan information.
Amortization Calculator
The Amortization Calculator module is designed to use the monthly principle amount and total payment amount at the end of the loan term to determine the total interest paid for the life of the loan.
Contact Agent
Contact Agent displays the agent information where you place the module.
Featured Listing
Display your featured properties where you add this module.
Find A Realtor®
The user can search for a realtor located near his city. The broker has to enter proper details of their realtors.
Meet Our Agents
Meet Our Agents is created for Real Estate Brokers. Brokers may have a nu
tor can place this module in any page and the user can view their agents.
MLS Search
MLS Search
Mortgage Payment Calculator
To determine the best loan scenario, type in the amount of the loan, the interest rate, the terms of the loan, etc. The results
Add
Click here to Add Meet Our Agent Module

Figure 2 – Add Meet Our Agent Module

- Click on Add button provided next to Meet Our Agent to add module to the page
- Once you add the module to the page, mouse-over on Meet Our Agent icon. Module Functions list will appear.

3.2 Publish Module

Click on Publish Module button from the dropdown list to publish module. Only once you have published the module, will it then be visible on the user side. After publishing the module Publish Module button will not be available in the dropdown list.

3.3 Manage Module

Manage Module allows admin to configure and edit various parameters of a Meet Our Agent. The manage module web dialog allows admin to configure various elements of a Meet Our Agent, which are explained in following pages. Click on Manage button from the dropdown list to edit module.

3.3.1 Home

Home tab provides a brief introduction to what the Meet Our Agent Module is and what different features are available.

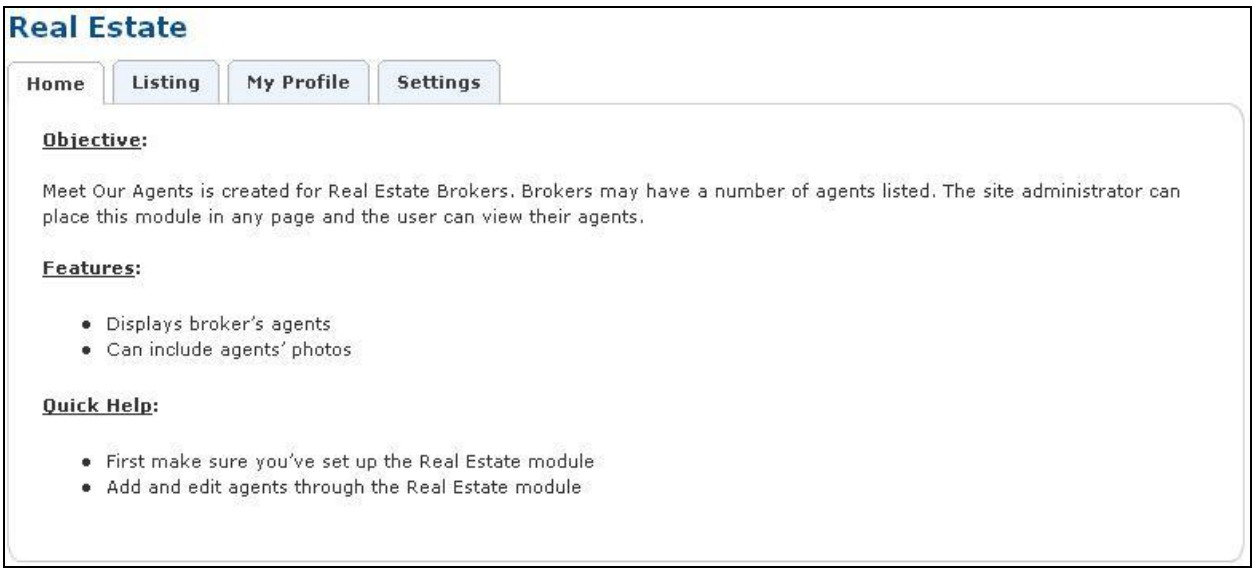
Real Estate
Home
Listing
My Profile
Settings
Objective:
Meet Our Agents is created for Real Estate Brokers. Brokers may have a number of agents listed. The site administrator can place this module in any page and the user can view their agents.
Features:
Displays broker's agents
Can include agents' photos
Quick Help:
First make sure you've set up the Real Estate module
Add and edit agents through the Real Estate module

Figure 3 – Meet Our Agent Home

3.3.2 Listing

Listing tab allows the admin to add new property listing and manage existing listing.

You can perform the following functions from the listing tab:

- Add Listing
- Manage Listing
- MLS Listing.

3.3.2.1 Add Listing

Add Listing allows you to add a new property. From the **Listing** tab select

button from the list. **Add Listing** screen will open. Add Listing is divided in four steps:

- General Information
- Property Information
- Features
- Photos.

General Information
Add general information of the property from here.

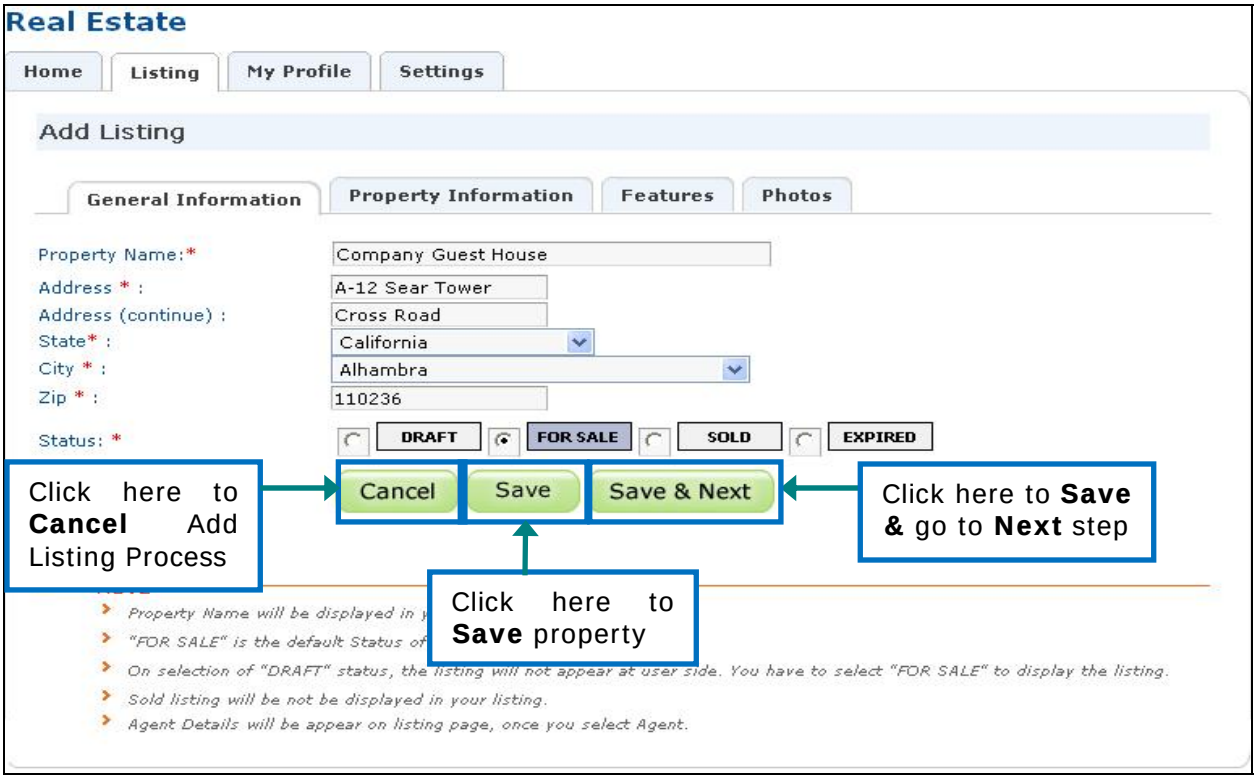

Figure 4 – Listing: Add Listing: General Information

Field	Description	Field Type
Property Name	• Enter a property name	Mandatory
Address	• Enter property address line 1	Mandatory
Address (Continue)	• Enter property address line 2	Optional
State	• Select state from the dropdown list	Mandatory
City	• Select city from the dropdown list	Mandatory
Zip	• Enter zip code from the dropdown list	Mandatory
Status	• Click on radio button to select property status • Property status can be Draft, For Sale, Sold and Expired • If you have selected Draft as status than property will not appear to users, For Sale is default status,	Mandatory

- Click on

button to cancel the add listing process
- Click on

button to save the general information
- Click on

button to save the general information and go to next step.

Property Information

Add property information from here.

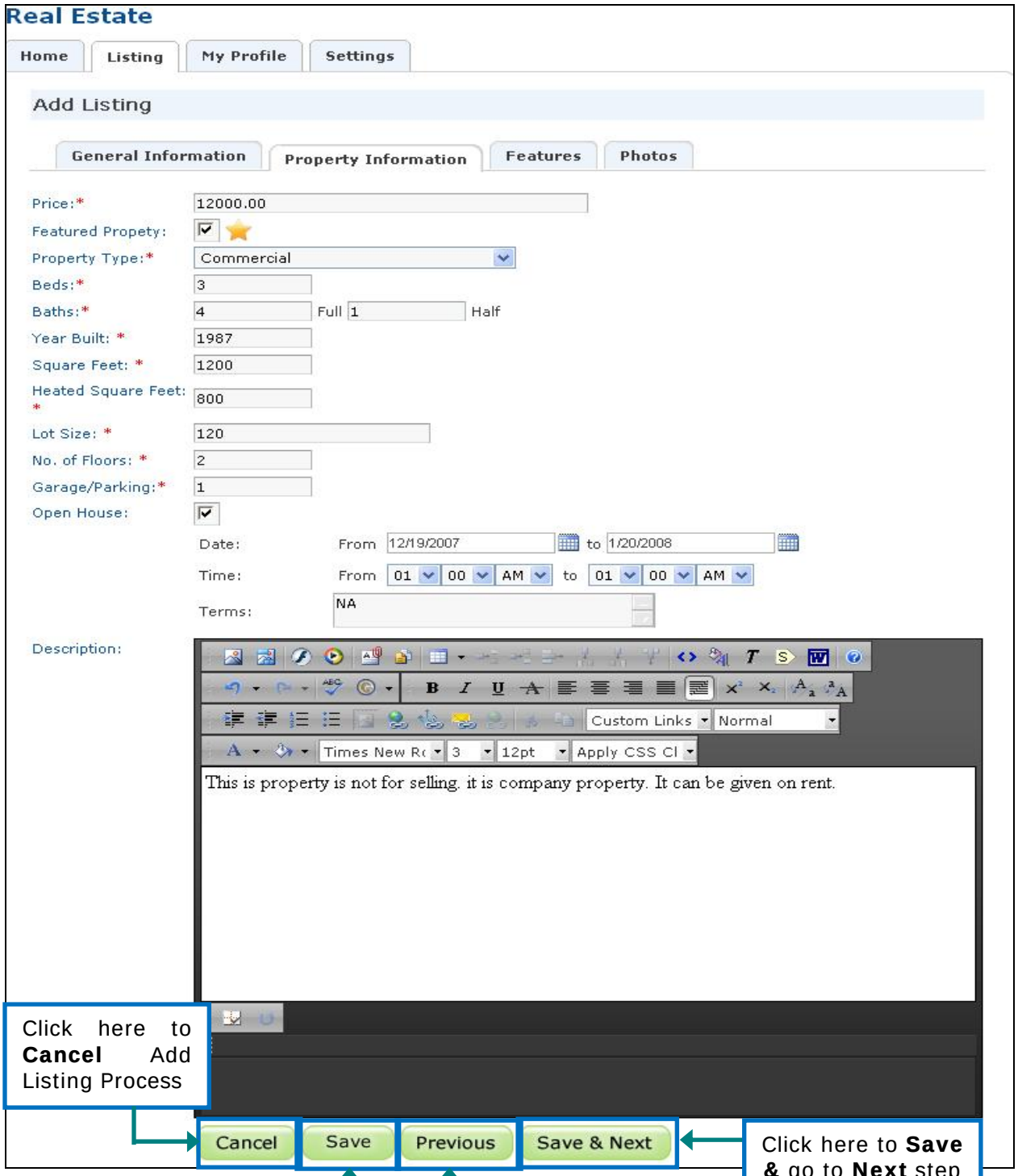

Figure 5 – Listing: Add Listing: Property Information

Field	Description	Field Type
Price	• Enter property price	Mandatory
Featured Property	• Click on check box to set the property as a featured property	Optional
Property Type	• Select property type from the dropdown list	Mandatory
Beds	• Enter number of beds	Mandatory
Baths	• Enter number of **Full** and **Half** baths	Mandatory
Year Built	• Enter year of property built	Mandatory
Square Feet	• Enter property area in square feet	Mandatory
Heated Square Feet	• Enter heated property area in square feet	Mandatory
Lot Size	• Enter lot size	Mandatory
No. of Floors	• Enter number of floors	Mandatory
Garage / Parking	• Enter number of garage / parking	Mandatory
Open House	• Click on check box to select open house • If you have selected open house option than select **From** and **To Date** from the calendar or enter in the text box. Select **From** and **To Time** from the dropdown list. Enter **Terms** in the text area	Optional
Description	• Enter property description in the editor	Optional

- Click on

button to cancel the add listing process
- Click on

button to save the property information
- Click on

button to go back to previous step
- Click on

button to save the property information and go to next step.

Features

It shows pre defined features list. Main features can be:

- Amenities
- Appliances
- Community Features
- Construction Type
- Cooling System
- Finance Options
- Floor Options
- Garage Options
- Heat System Options
- Interior Layout Options
- Interior Options
- Kitchen Description
- Location Option
- Pool Options
- Roof Options
- Style
- Utilities
- Water Front.

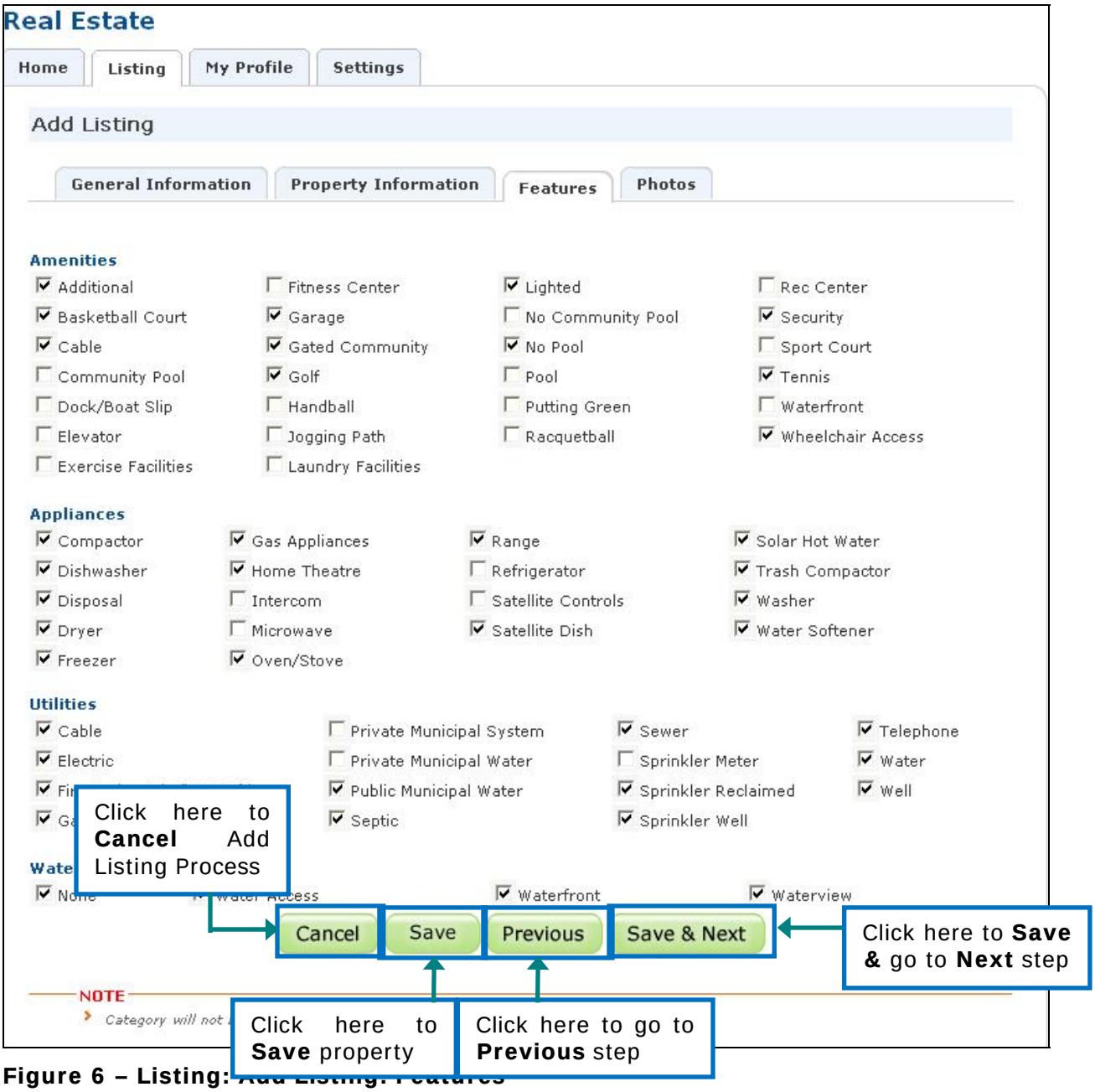

Figure 6 – Listing: Add Listing: Features

- Click on check box to select features
- Click on Cancel button to cancel the add listing process
- Click on Save button to save the features list
- Click on Previous button to go back to previous step
- Click on Save & Next button to save the features list and go to next step.

Photos

You can upload property photos from here. You can set the default photo which will appear in listing view.

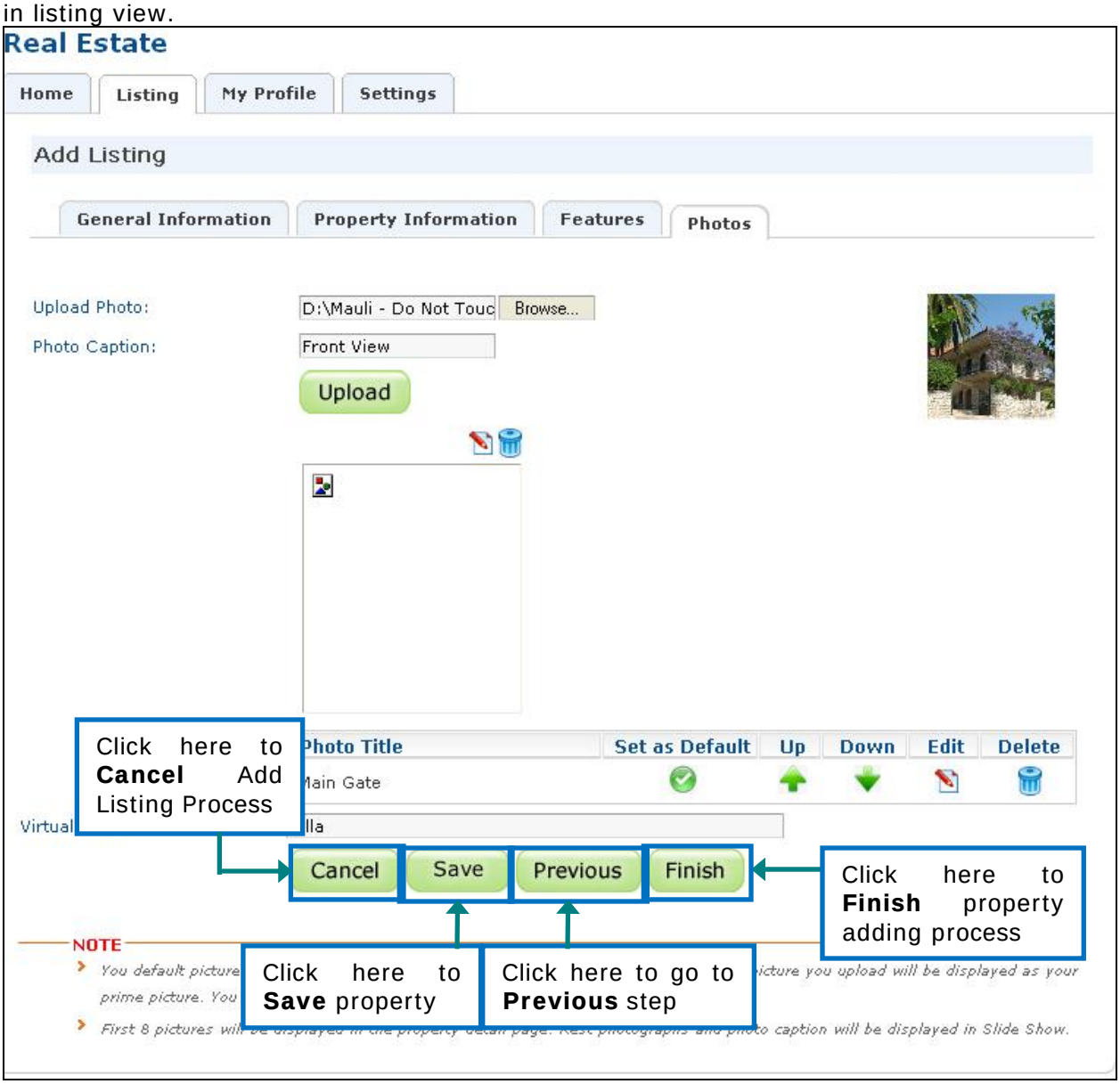

Figure 7 – Listing: Add Listing: Photos

- **Upload Photo:** Click on **Browse** button to select photo to upload
- **Photo Caption:** Enter photo caption in text box
- **Virtual Tour:** Enter virtual tour name
- Click on Cancel button to cancel the add listing process
- Click on Save button to save the photos
- Click on Previous button to go back to previous step
- Click on Finish button to add property successfully.

Photo List
All added photo will be shown in the list. You can view photo title from the list. You can set default, move photo up-down, edit and delete the photos from here.

- **Set Default:** Click on button to set the photo as a default photo
- **Move Up-Down:** Click on arrow keys to move photos up-down in the list
- **Edit Photo:** Click on button provided for editing the photo. Photo details will open in edit mode with details filled exactly the same as when photo uploaded
  - Make appropriate changes
  - Click on Upload button to edit photo
- **Delete Photo:** Click on button provided for deleting the photo from the list
  - **"Are you sure you want to delete?"** message will appear
  - Click **OK** button to delete the photo otherwise click on **Cancel** button.

3.3.2.2 Manage Listing

Manage Listing allows you to edit or delete Property or change the status of Property. From **Listing** tab select Manage Listing button from the list. A list of all Properties will appear from **Manage Listing** screen. You can perform the following functions from manage Listing.

- View Property List
- Edit Property
- Change Property Status
- Delete Property.

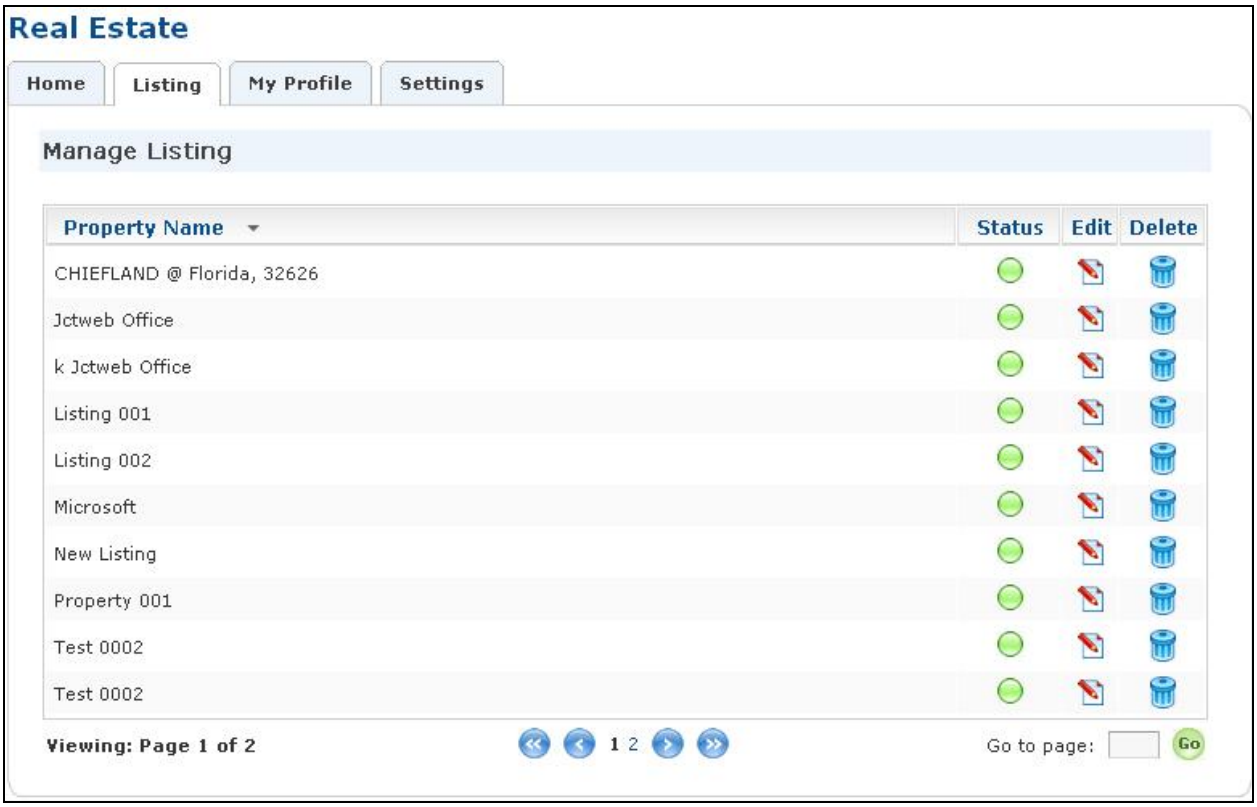

Figure 8 – Listing: Manage Listing

View Property List

You can view property list from manage listing. You can view property name and property status. From the manage listing you can change property status, edit/delete property and sort the property list by clicking on header property name.

- **Pagination (Next – Previous):** Site shows number of pages at bottom of the screen. If number of pages are more than one, then it will appear **1 2 3 4..** buttons to move around the pages. It will show viewing page at bottom of the page
  - Click on page number to go on particular page
  - Click on button to view the next page
  - Click on button to view last page
  - Click on button to go back to the previously viewed page
  - Click on button to go to first page
  - Alternatively. Enter the page number in **Go to Page** text box and click on Go button to go to particular page.

Change Property Status

When you add a new property by default status will be active. To change the property status:

- **Inactive Property:**
  - Click on to inactive the property
  - **"Are you sure to Deactivate Listing?"** message will appear
  - Click on **OK** button to inactivate property otherwise click on **Cancel** button
  - **"Listing Changed Successfully."** message will appear
  - will appear. Property status will be inactive
- **Inactive Property:**
  - Click on to inactive the property
  - **"Are you sure to Activate Listing?"** message will appear
  - Click on **OK** button to activate property otherwise click on **Cancel** button
  - **"Listing Changed Successfully."** message will appear
  - will appear. Property status will be active.

Edit Listing

Click on property name for editing currently available property. The details of appropriate property will appear in their respective fields.

- Make required changes
- Click on button to save changes
- Click on button to cancel the changes.

Delete Listing

- Click on button provided for deleting the property from the list
- **"Are you sure you want to delete Property Listing?."** message will appear
- Click on **OK** button to delete property otherwise click on **Cancel** button
- **"Listing deleted successfully."** message will appear.

3.3.2.3 MLS Listing

MLS Listing allows you to add a new property. From the **Listing** tab select

button from the list. **MLS Listing** screen will open.

3.3.3 My Profile

My Profile tab allows admin to update his profile details.

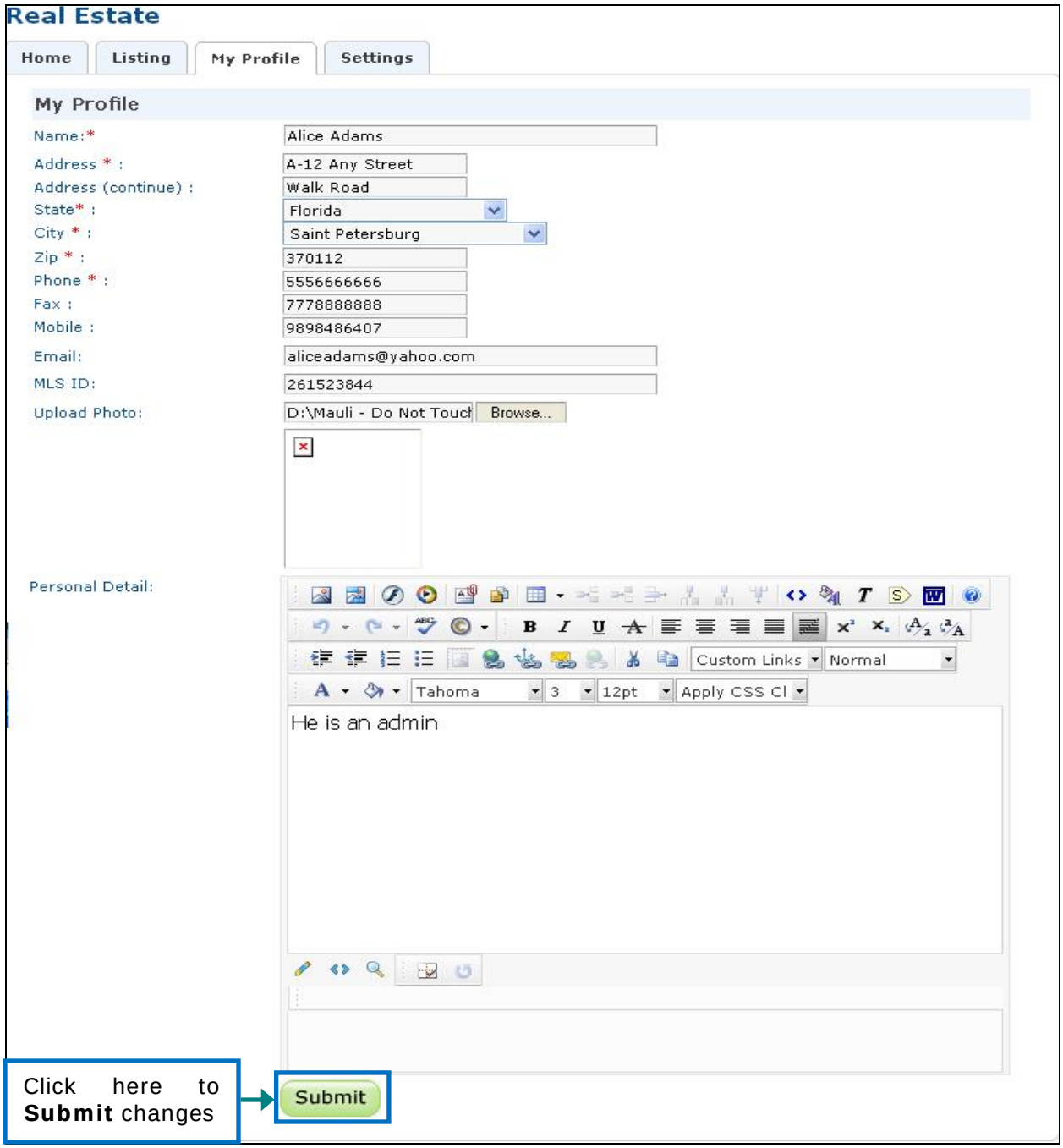

Figure 9 – My Profile

Field	Description	Field Type
Name	• Displays name. you can edit name	Mandatory

Field	Description	Field Type
Address	• Displays address line 1. Enter address line 1	Mandatory
Address (Continue)	• Displays address line 2. Enter address line 2	Optional
State	• Displays state. Select the state from the dropdown list	Mandatory
City	• Displays city. Select the city from the dropdown list	Mandatory
Zip	• Displays zip code. Enter the zip code	Mandatory
Phone	• Displays phone number. Enter the phone number	Mandatory
Fax	• Displays fax number. Enter the fax number	Optional
Mobile	• Displays mobile number. Enter the mobile number	Optional
Email	• Displays Email ID. Enter Email ID	Optional
MLS ID	• Displays MLS ID. Enter MLS ID	Optional
Upload Photo	• Click on **Browse** button to upload photo	Optional
Personal Detail	• Enter personal detail in editor	Optional

- Click on Submit button to save the changes.

3.3.4 Settings

Settings tab allows admin to manage Meet Our Agent module settings. You can perform settings for:

- Change Icon
- Price Setting
- Others.

3.3.4.1 Change Icons

Change Icons allows you to change the icons for Meet Our Agent modules. From **Settings** tab select Change Icons button from the list. **Change Icons** screen will open. You can view new icon path, current icon and hide/show icon from the change icons. You can change the icons for featured listing, school information, map quest, email a friend, print, schedule a meeting, slide show, virtual tour, apply for mortgage, calculator and open Houser.

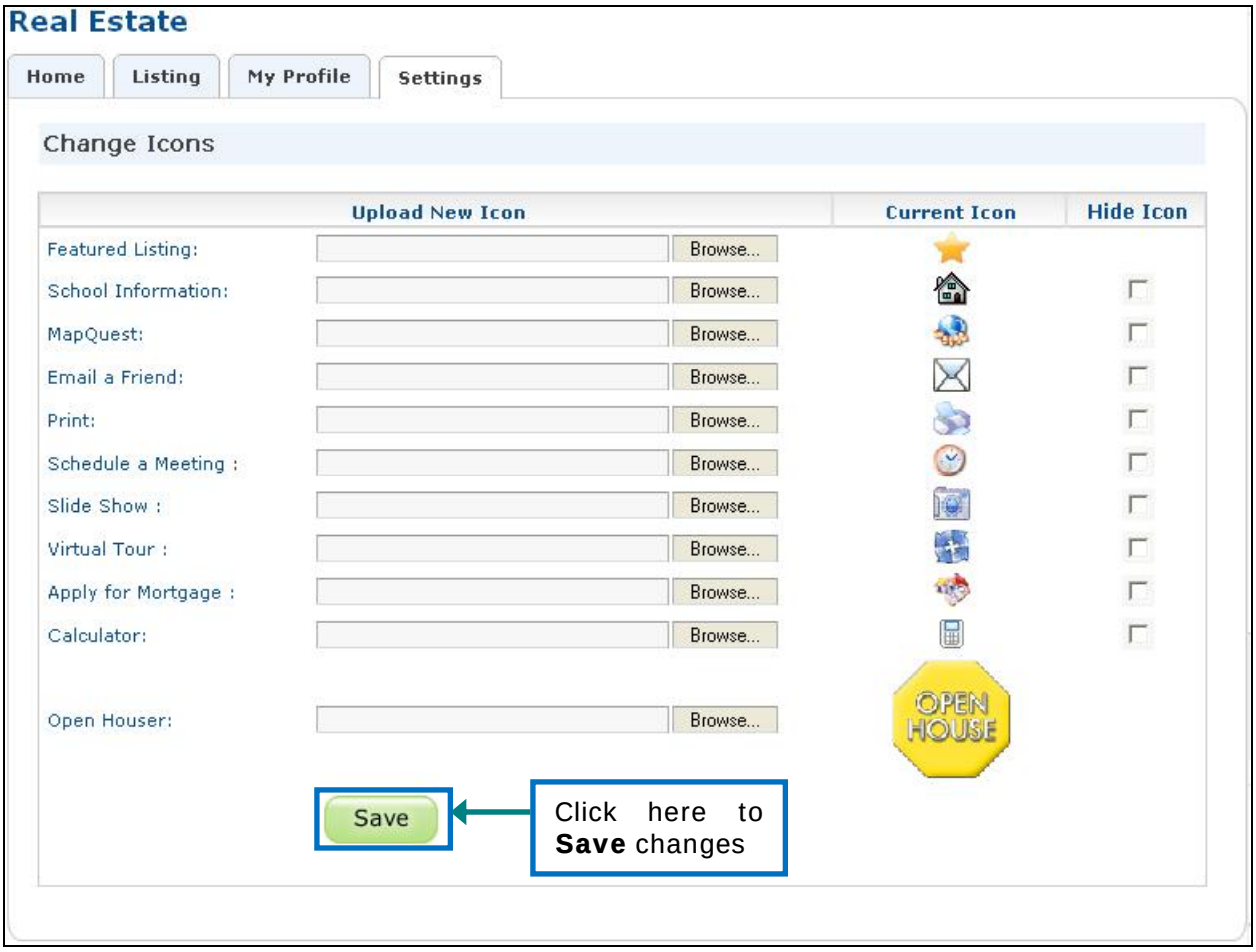

Figure 10 – Settings: Change Icons

- Click on **Browse** button to select icon. Selected image will appear as current Icon
- Click on check box to **Hide Icon**
- Click on Save button to save changes.

3.3.4.2 Price Setting

Price Setting allows you to set property price range. From **Settings** tab select Price Setting button from the list. **Price Settings** screen will open.

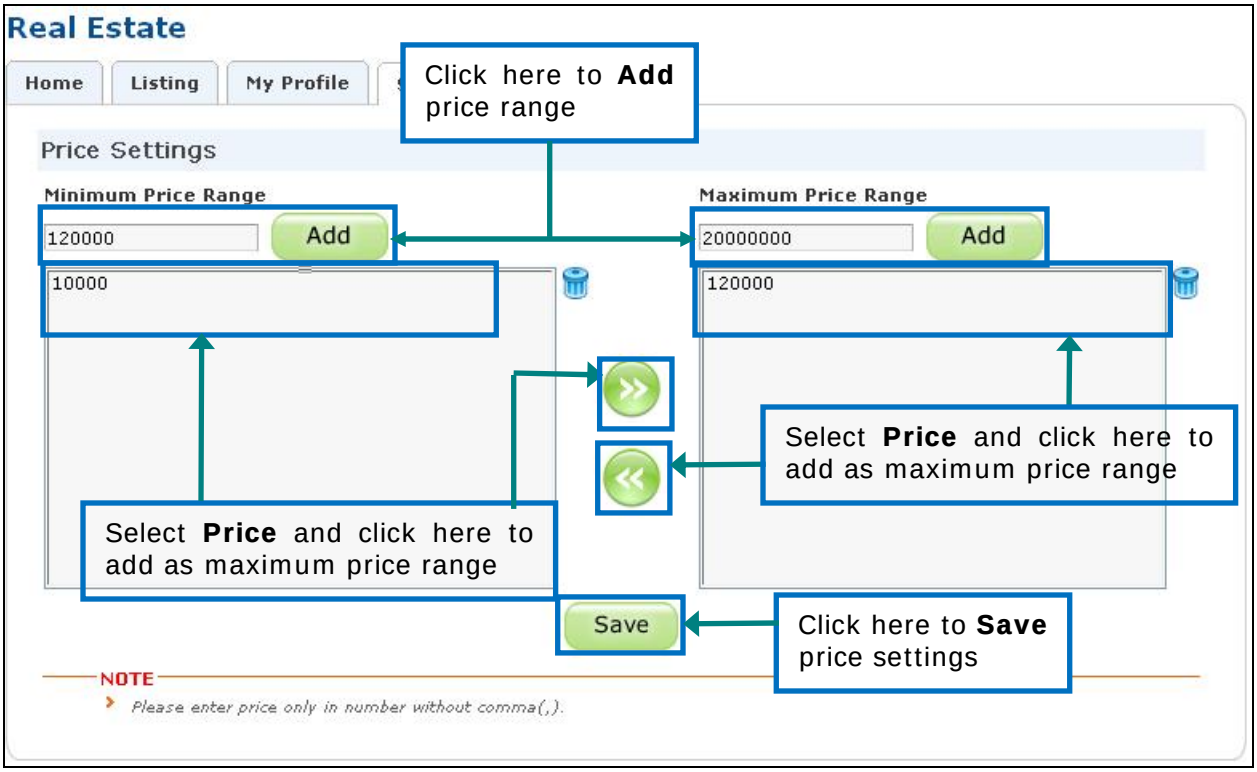

Figure 11 – Settings: Price Settings

- Enter **Minimum Price Range** in text box
- Click on button to add minimum price range in the list
- Enter **Maximum Price Range** in text box
- Click on button to add maximum price range in the list
- Select minimum price range from the list
- Click on button to add selected minimum price range into **Maximum Price Range** list
- Click on button to add selected maximum price range into **Minimum Price Range** list
- Click on button to delete selected price range from the list
- Click on Save button to save changes.

3.3.4.3 others

Others allow you to set other parameters of real estate. From **Settings** tab select Others button from the list. **Other Settings** screen will open.

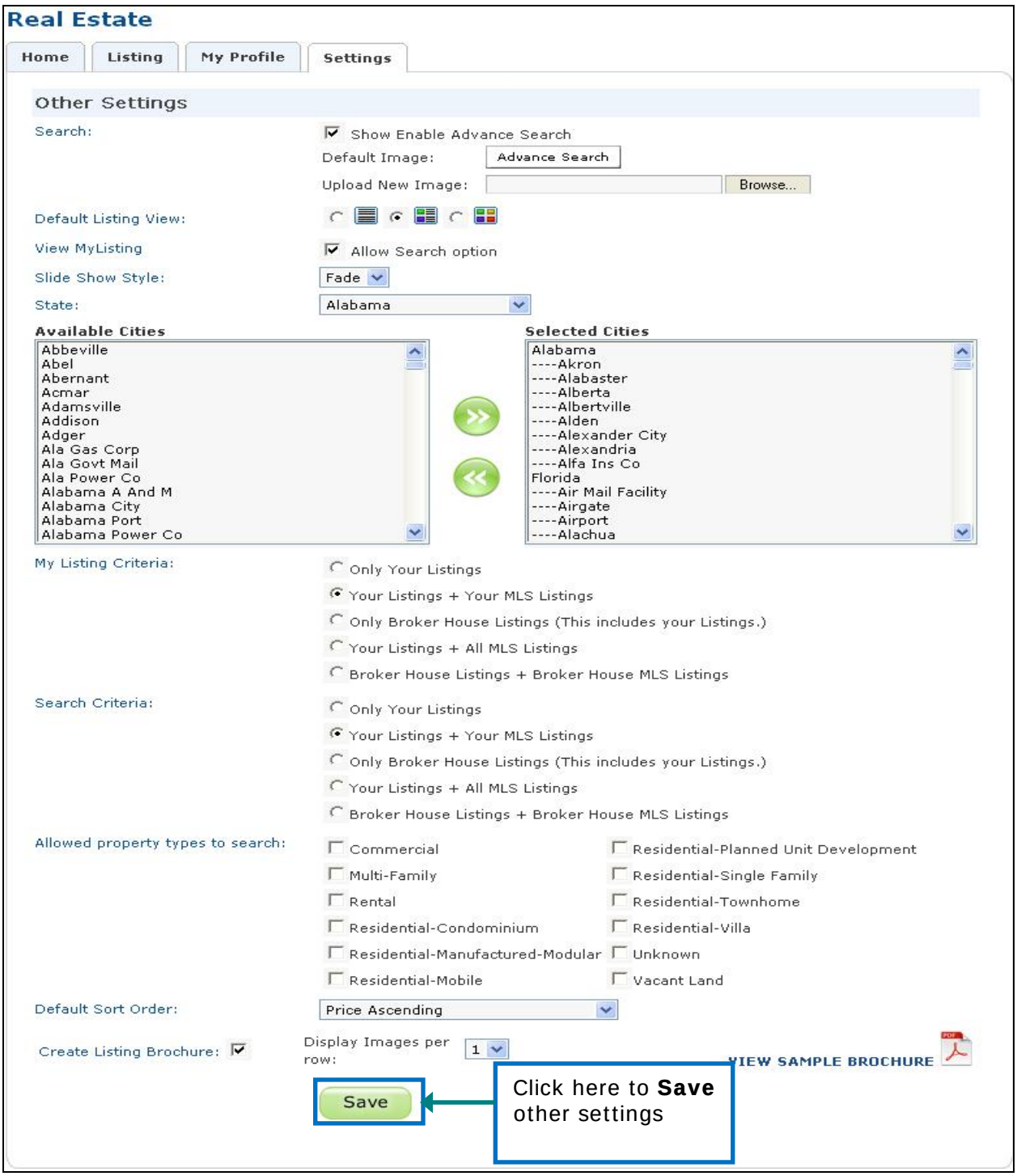

Figure 12 – Settings: Other Settings

Field	Description	Field Type
Search	• Click on check box to show enable advance search option • If you have selected check box **Default Image** for advanced search will be shown • Click on **Browse** button to upload new image for advanced search	Optional
Default Listing View	• Click on radio button to select default listing view	Optional
View My Listing	• Click on check box to allow search option for viewing my listing	Optional
Slide Show Style	• Select slide show style from the given dropdown list	Optional
State	• Select state from the given dropdown list	Optional
City	• Select city from the Available City list to select city. Click on button to select city • Select city from the Selected City list to remove city from the list. Click on button to remove city from the list **Note:** **According to state selection city of selected state will appear in Available Cities list**	Optional
My Listing Criteria	• Click on radio button to select my listing criteria • Options for my listing criteria can be only your listings, your listings + your MLS listings, only broker house listings, your listings + all MLS listings, broker house listings + broker house MLS listings	Optional
Search Criteria	• Click on radio button to select search criteria • Options for search criteria can be only your listings, your listings + your MLS listings, only broker house listings, your listings + all MLS listings, broker house listings + broker house MLS listings	Optional
Allow Property Types to Search	• Click on check box to select property type to search • Options for property type can be commercial, multi-family, rental, residential-condominium, residential-manufactured-modular, residential-mobile, residential-planned unit development, residential-single family, residential-townhome, residential-villa, unknown and vacant land	Optional
Default Sort Order	• Select default sort order from the list • Options for sort order can be price ascending, price descending, zip code ascending, zip code descending, listing age ascending, listing age descending, number of bedrooms ascending, number of bedrooms descending, number of square feet ascending, number of square feet	Optional

Field	Description	Field Type
	descending	
Create Listing Brochure	• Click on radio button to create listing brochure • If you have selected create listing brochure option select display image per page from the dropdown list • Click on View Sample Brochure link to view brochure sample	Optional

➢ Click on

button to save the other settings. **"Settings saved Successfully."** Message will appear.

3.4 Show in All Pages

Click on

button from the dropdown list. Module will be added to all page of the site. Click on button to reverse the effect.

3.5 Hide Module

Click on

button from the dropdown list. Module will be hidden. Click on button to reverse the effect.

3.6 Delete Module

Click on

button from the dropdown list to delete module from the site. **'Are you sure you want to delete this Module?'** message will appear. Click on **Ok** button to delete module other wise click on **Cancel** button.

4 User Interface

This chapter describes the **Meet Our Agent Module – User Interface** from the perspective of operational and functional use.

Meet Our Agent Module home page shows list of all agents company wise.

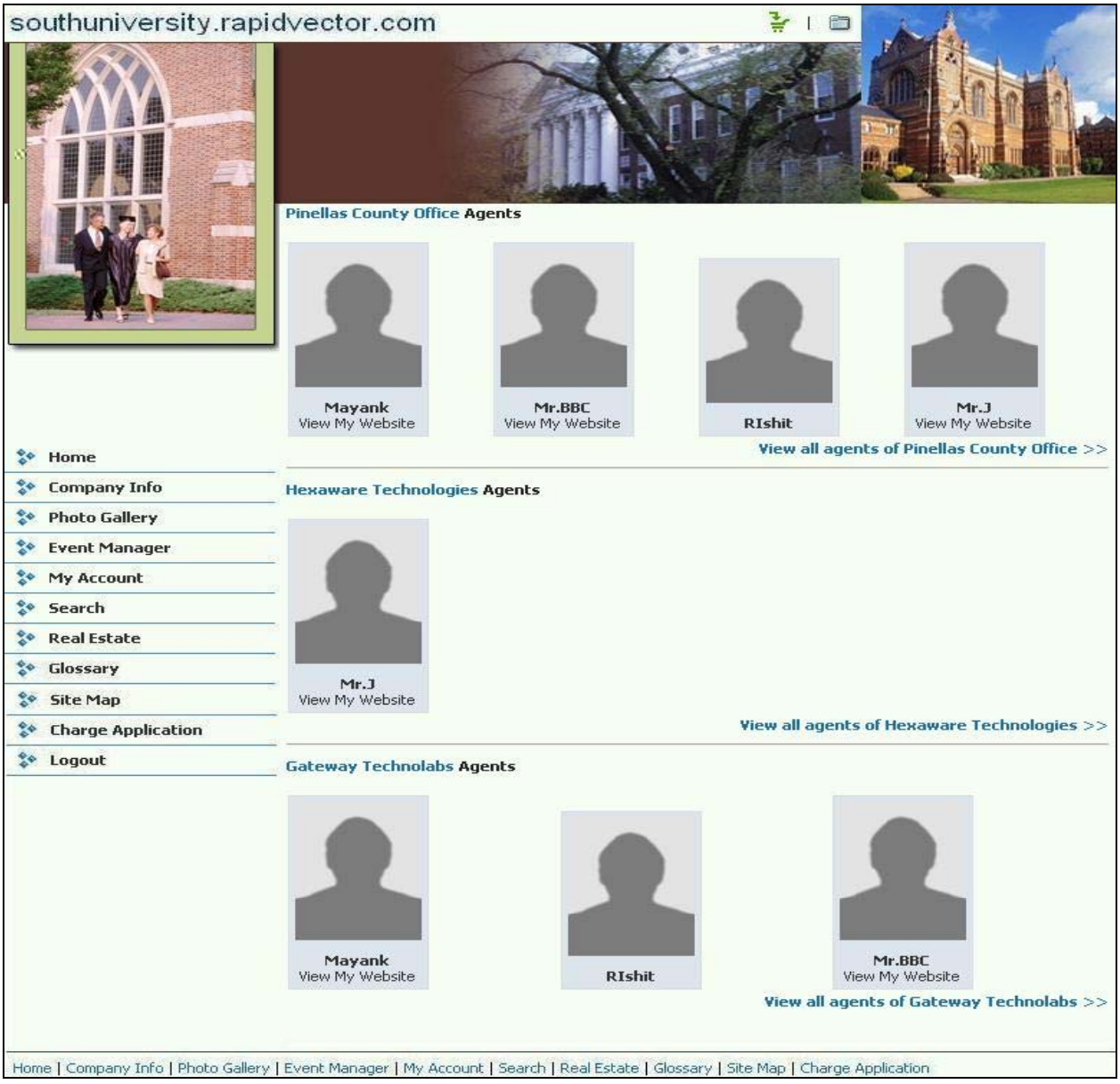

Figure 13 – User Side: Company wise Agent List

Click on link to view all agents of the particular company. List of agents of particular company will be shown.

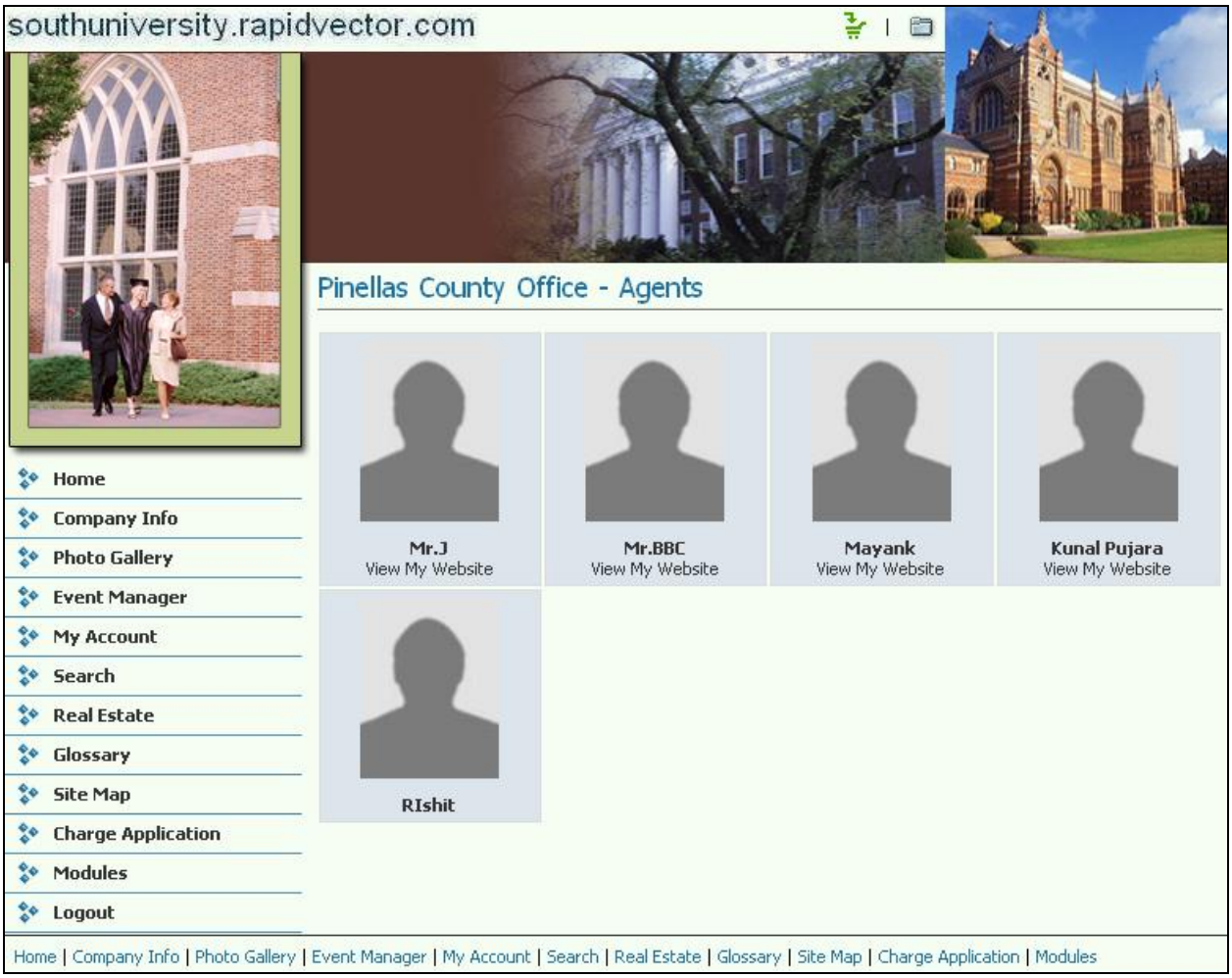

Figure 14 – User Side: Agent List of Particular Company

Click on agent name to view all details of agent. Agent detail page will open.

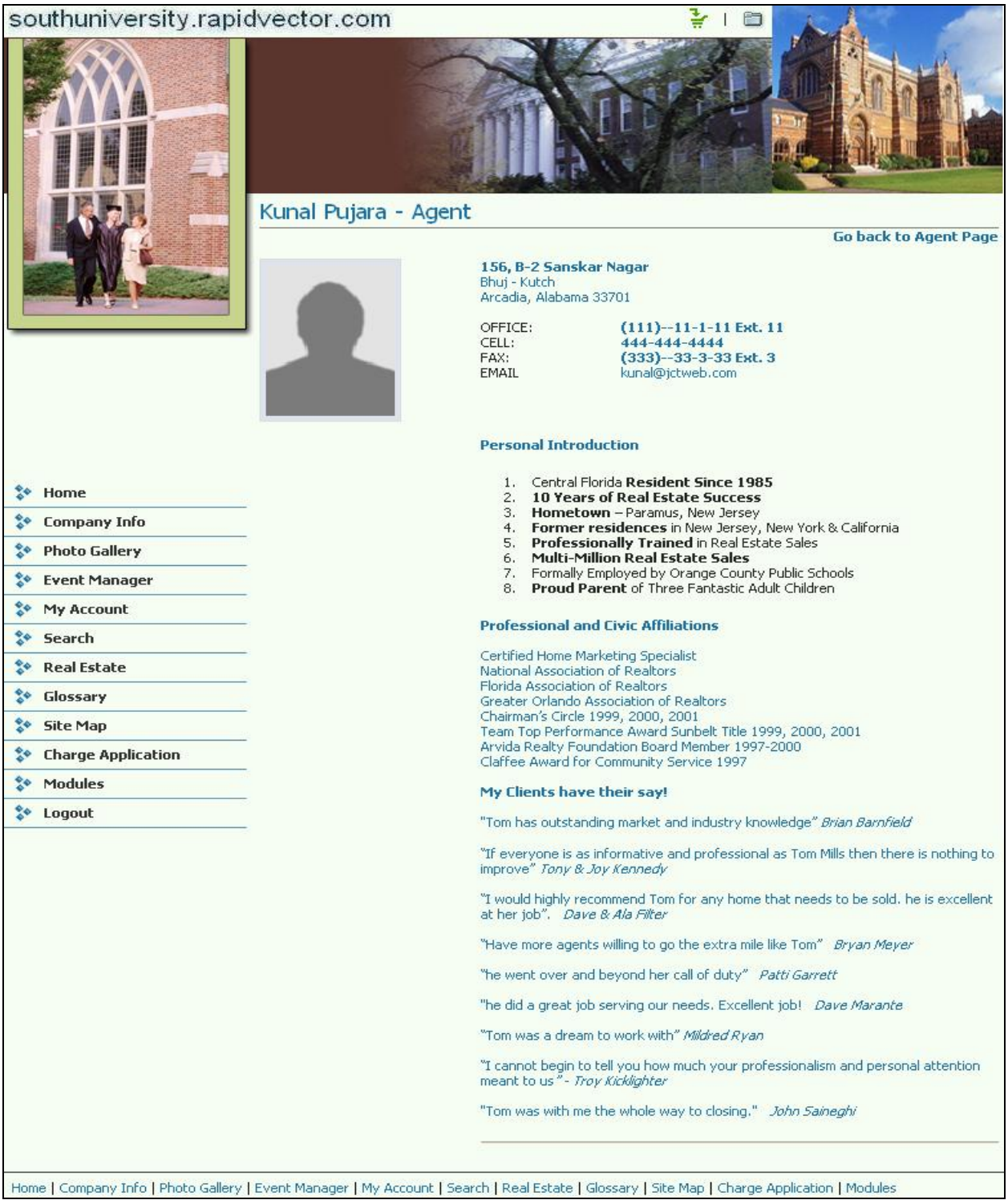
southuniversity.rapidvector.com
Kunal Pujara - Agent
Go back to Agent Page
156, B-2 Sanskar Nagar
Bhuj - Kutch
Arcadia, Alabama 33701
OFFICE: (111)--11-1-11 Ext. 11
CELL: 444-444-4444
FAX: (333)--33-3-33 Ext. 3
EMAIL kunal@jctweb.com
Personal Introduction
1. Central Florida Resident Since 1985
2. 10 Years of Real Estate Success
3. Hometown – Paramus, New Jersey
4. Former residences in New Jersey, New York & California
5. Professionally Trained in Real Estate Sales
6. Multi-Million Real Estate Sales
7. Formally Employed by Orange County Public Schools
8. Proud Parent of Three Fantastic Adult Children
Professional and Civic Affiliations
Certified Home Marketing Specialist
National Association of Realtors
Florida Association of Realtors
Greater Orlando Association of Realtors
Chairman's Circle 1999, 2000, 2001
Team Top Performance Award Sunbelt Title 1999, 2000, 2001
Arvida Realty Foundation Board Member 1997-2000
Claffee Award for Community Service 1997
My Clients have their say!
"Tom has outstanding market and industry knowledge" Brian Barnfield
"If everyone is as informative and professional as Tom Mills then there is nothing to improve" Tony & Joy Kennedy
"I would highly recommend Tom for any home that needs to be sold. he is excellent at her job". Dave & Ala Filter
"Have more agents willing to go the extra mile like Tom" Bryan Meyer
"he went over and beyond her call of duty" Patti Garrett
"he did a great job serving our needs. Excellent job! Dave Marante
"Tom was a dream to work with" Mildred Ryan
"I cannot begin to tell you how much your professionalism and personal attention meant to us" - Troy Kicklighter
"Tom was with me the whole way to closing." John Saineghi
Home
Company Info
Photo Gallery
Event Manager
My Account
Search
Real Estate
Glossary
Site Map
Charge Application
Modules
Logout
Home | Company Info | Photo Gallery | Event Manager | My Account | Search | Real Estate | Glossary | Site Map | Charge Application | Modules

Figure 15 – User Side: Agent Details